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RULES OF ORDER
—AND—
PROCEDURE
—OF THE—
COUNCIL
—OF THE—
UNITED COUNTIES
—OF—
LEEDS & GRENVILLE.

BROCKVILLE, JUNE 23rd, 1881.

A. H. MERRILL, PRINTER.

BY-LA

Be it
Counties
" That,
Standing
number

Meetings.

RULES OF ORDER

—AND—

PROCEDURE.

No. 548.

**BY-LAW to regulate the Proceedings of this Council,
Passed 23rd June, 1881.**

Be it enacted by the Council of the Corporation of the United Counties of Leeds and Grenville, and it is hereby enacted as follows :
“ That, after the passing of this By-law, the following shall be the Standing Rules and Regulations of the said Council, and shall be numbered consecutively as follows :”

MEETINGS, ADJOURNMENTS, &c.

Meetings.

1. There shall be in each and every year two ordinary Meetings or Sessions of this Council, the first to commence on the Fourth Tuesday in January, and the other on the Third Monday of June, at the hour of Two o'clock in the afternoon ; but nothing in this Rule shall restrict or prevent the Warden from calling such and so many Special Meetings of this Council as he may deem necessary according to law ; of all which special meetings the Warden shall give at least three days notice in writing to each of the Reeves and Deputy Reeves.

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Roll call.

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debate.

Chairman
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Debates.

Adjournments.

2. At all such meetings of this Council as soon after the hour appointed for the meeting as there shall be a quorum present, the Warden shall take the chair and call the Council to order; should there not be a quorum present at the expiration of half an hour after the time appointed for meeting, the Warden may adjourn and name the next time of meeting, entering at the time the names of all members present.

Adjournments in all other cases shall be by motion, naming the time for next meeting.

Roll call.

3. At every Meeting immediately after the chair is taken, the roll of members shall be called and the Clerk shall read over the Minutes of the next previous meeting, when errors, if any exist, shall be corrected, and the Warden shall then sign the Minutes.

Who to preside.

4. It shall be the duty of the Warden to preside at all the meetings of the Council, to preserve order and decorum and to decide all questions of order, subject to an appeal to the Council, stating the rule or practice on which his decision is founded.

Warden not to debate.

5. The Warden shall not take part in debate except in Committee, but in case of a tie he may state facts and give his reasons for voting.

6. The Warden shall be *ex officio* a member of all committees of the Council.

Chairman in absence of Warden.

7. In the absence of the Warden, the Clerk shall call the Council to order until a chairman be chosen, who shall preside, subject to the same rules as are applicable to the Warden.

Debates.

8. Every member before beginning to speak shall rise from his seat and address himself to the question or motion under discussion, shall avoid all personalities and improper language and shall sit down as soon as he has done speaking.

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No interruptions. 9. No Councillor shall interrupt another while speaking to the question except on a point of order, motion for adjournment of the Council or of the debate.

Precedence in speaking. 10. When two or more councillors rise to speak simultaneously, the Warden shall name the one who shall speak first and the others shall sit down.

Every Councillor shall vote. 11. Every Councillor present shall vote on all questions and motions unless the council excuse him, or unless he be personally interested in the result, and no councillor shall leave his place during the sitting of the Council, without turning to the chair as he retires, and making a bow in such a manner as that any member present, may have an opportunity to object to the absence of such member.

Points of Order. 12. A councillor in order shall sit down unless he be permitted by the Warden or Chairman to explain, and the Council if agreed, shall decide the question of order.

Subject of debate to be read. 13. Any councillor may require the question or motion under discussion, to be read for his information at any time during the debate, but not so as to interrupt a member speaking.

Not to speak more than twice. 14. No councillor shall speak more than twice to the same question except the mover, who shall have the right of reply when all other speakers shall have finished, provided that any councillor conceiving himself misunderstood may explain, but so, that no new matter be introduced by him.

All motions to be written in ink. 15. Every motion shall be presented to the Chair written in ink, with the names of the mover and seconder also written thereon in ink, excepting only, motions for the adoption of reports for reference of petitions or other documents to standing committees; for the Council to go into committee of the whole or for a committee to rise.

Warden to read. 16. Every motion read by the Warden or the Chairman shall be deemed to be in the possession of the Council, and can only be withdrawn before decision or amendment by permission of the Council.

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Committee
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motions.

Amendment

Special Co
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Quorum,

Reports of
Committee

- Reconsideration.** 17. No motion for the re-consideration of a question previously decided shall be considered as carried, unless a majority of the whole Council vote in favor of such re-consideration, and such motions, if made on the same day during which the first vote was taken, shall be decided without debate.
- Time of speaking to a motion.** 18. No member except the mover shall speak upon any motion, until it shall have been read from the chair before the question be put.
- Commitment to preclude amendments.** 19. A motion for commitment shall, until it be decided, preclude all amendments of the main question.
- Motion being debated to, preclude other motions.** 20. While a motion is under debate, no other motion shall be received unless:—1st, to amend—2nd. to commit—3rd, to lay on the table—4th, to postpone, or 5th, to adjourn.
- Amendments** 21. When an amendment is offered, it shall be put before the original motion, when an amendment to an amendment, it shall first be submitted to vote, then the amendment, and lastly the original motion.
- Special Committees.** 22. All special committees shall be nominated by the Council, and each committee shall appoint its own chairman.
- Quorum,** 23. A majority of the whole number of any committee shall be a quorum competent to proceed to business.
- Reports of Committees.** 24. Every committee appointed to report upon any subject referred to it by the Council, shall report a statement of facts with its opinion thereon in writing, and no report shall be presented to the Council, as the report of any committee, unless agreed to by a majority of the committee actually assembled, and signed by the chairman—provided that the minority of any committee may present a written report on the matter referred to it, but so that such report shall be especially designated as a "Minority Report."

Standing
Committees

Committee
the whole.

Rules in
Committee
whole.

Adjournme

By-laws.

Standing
Committees.

25. That at the First Session of the Council in each and every year, standing committees to consist of not less than five members each, shall be appointed for the following purposes, namely :—

1st. Finance.

2nd. County Property.

3rd. Assessment.

4th. Roads and Bridges and Agriculture.

5th. Education and Printing and Stationery.

Committee of
the whole.

26. When a motion to go into committee of the whole is carried, the Warden shall leave the chair and nominate a chairman of committee, who shall immediately take the chair without comment, and when the committee rises, shall report its proceedings to the Warden.

Rules in
Committee of the
whole.

27. All standing Rules of the Council shall be observed in committee of the whole, so far as they may be applicable, excepting the rules limiting the number of times a member may address the Council.

Adjournment.

28. A motion for adjournment shall always be in order.

BY - LAWS.

29. Every By-Law shall be introduced by a motion of leave, specifying its title or a motion to appoint a committee to prepare and bring it in, or by an order from the Council, on the report of a committee.

30. No By- Law shall be committed or amended, until it shall have been twice read.

31. Every By Law shall receive three separate readings previous to it being finally passed.

By-laws.

32. All By-Laws shall be read and passed in committee of the whole, between the second and third readings.

33. All amendments made in committee shall be reported to the Council, and by it, adopted before the third reading.

Corporate sea

Special
Committees.

Special Grant

Accounts.

34. In committee of the whole, all By-Laws shall be read by the Chairman and be debated upon, clause by clause, and put by the Chairman as read by him, leaving the preamble and title to be last considered.

35. When a By-Law passes the Council, the Warden and Clerk shall sign it, and put the date and seal of the Corporation thereto, in open Council,

36. By Laws of a private nature shall be introduced by petition, to be presented by some member.

37. Any member intending to make a motion to amend any existing By-Law, or to introduce a new one, shall give at least one day's previous notice of such his intention in writing.

38. Every petition on being presented, may be read by the member who presents it, or by the Clerk.

Corporate seal.

39. The Corporate Seal of this Council shall be in the custody of the Clerk, and shall not be affixed or impressed upon any document or instrument, except by him in the presence of the Warden, or that of the temporary Chairman, or when authorized by this Council.

Special
Committees.

40. When a special committee has been appointed for any purpose, it shall be the duty of the Clerk to furnish the first named member of the committee, with a copy of the resolution appointing the committee, and such member shall notify the other members of the time and place for such committee to meet.

Special Grants.

41. That no motion or resolution for any special grant of money shall be entertained, after the amount to be levied for the current year has been made, except by a two-thirds vote of the Council in favor thereof.

Accounts.

42. All accounts and claims against the Council, must be presented on or before the first day of the session thereof.

YEAS AND NAYS.

43. Upon a division of the Council, the names of those who vote for, and of those who vote against any motion, shall be taken and entered upon the minutes, if three members demand it, before any fresh business be entered upon.

ORDER OF BUSINESS.

44. When any order, resolution or question has been lost by the Council or Committee dissolving for want of a quorum, the order, resolution or question so lost, shall, after the routine business, be the first business to be proceeded with, and disposed of, at the next meeting of such committee or Council.

45. At each regular meeting of this Council, and at each special meeting thereof, called for the transaction special or any business, the following shall be order of procedure :—

- 1st. Calling the Roll.
- 2nd. Reading Minutes if any.
- 3rd. Receiving Communications.
- 4th. Receiving Petitions.
- 5th. Receiving Reports.
- 6th. Referring matter to committees.
- 7th. Any Special Business.

46. All By-Laws or parts of By-Laws inconsistent with this By-Law, are hereby repealed.

47. This By-Law shall come into force and effect, on the day on which it may be passed.

(L. S.)

WILLIAM STAFFORD, *Warden,*

SAMUEL REYNOLDS, *Clerk.*